

Electronic Mail

2017 - 2018 SPECIAL MILK PROGRAM APPLICATION – NON-SCHOOL PROGRAMS

Date: April 4, 2017
 To: Authorized Representatives of the Special Milk Program – Non Schools
 From: Amanda Kane, RDN, CD, Director
 Community Nutrition Programs
 Subject: 2017 - 2018 Special Milk Program – Non Schools Application

The Department of Public Instruction (DPI) is pleased to announce that the 2017 – 2018 (May 1, 2017 – April 30, 2018) Special Milk Program (SMP) application is now available. In order to continue participation in the SMP during the 2017 - 2018 program year, you must complete and submit the application using the online system. Paper applications will not be accepted. The SMP application can be found at the following website: <https://www2.dpi.wi.gov/WCNP/>. You can access the application using the same password you currently use for claiming.

An instruction manual is available to help you through the application process. It can be downloaded at http://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/ns_smp_contract_manual.pdf. **Please read the manual carefully.** It provides step-by-step information on how to properly and fully complete the application. It is recommended that you print the manual first before starting the application.

Important application update: The language found within the fluid milk served section has been updated per the SMP regulations. The radio buttons selected in your agency's 2016-2017 contract will still be checked, however the certification statements next to each option has changed. Please review this section carefully.

<p>Fluid milk served in the Special Milk Program must be consistent with the most recent version of the Dietary Guidelines.</p> <ul style="list-style-type: none"> • One year old children must be served unflavored whole milk; • Children two years old and older must be served low-fat or fat-free and allowed the substitution of non-dairy beverages that are nutritionally equivalent to fluid milk for children with special dietary needs; • Flavored milk, including flavored non-dairy beverages, cannot be served to children 1 through 5 years old; and • Flavored milk served to children 6 years old and older must be fat-free. <p>Reimbursable milks for children two years old and older include low-fat or fat-free milk, low-fat or fat-free lactose reduced milk, low-fat or fat-free lactose free milk, low-fat or fat-free buttermilk, or low-fat or fat-free acidified milk. Milk must be pasteurized fluid milk that meets State and local standards.</p> <p>Check the boxes below to certify that the type of milk served meets Special Milk Program requirements.</p> <p><input checked="" type="checkbox"/> One year old children will be served unflavored whole milk and children two years old and older will be served low-fat or fat-free and allowed the substitution of non-dairy beverages that are nutritionally equivalent to fluid milk for children with special dietary needs.</p> <p><input checked="" type="checkbox"/> Flavored milk, including flavored non-dairy beverages will not be served to children 1 through 5 years old and flavored milk served to children 6 years old and older will be fat-free.</p>

Since all applications are submitted electronically, agencies are now required to keep a paper copy of a signed PI-1480-AP, *SMP Permanent Agreement and Policy Statement for Nonschool Programs* on file. You only need to complete and sign this document one time, but it must be kept on file for as long as your agency participates in the SMP program. **Agencies that are renewing should already have a signed PI-1480-AP, *SMP Permanent Agreement and Policy Statement for Nonschool Programs* on file.**

Upon approval, you will receive an approval letter via email. We will use the designated email address you provide in the application, so please make sure that you have entered it accurately. The approval of your application will allow your agency to claim for SMP reimbursement for the period of May 1, 2017 to April 30, 2018.

Questions pertaining to the SMP non-school application process may be directed to Shiela Coulton at (608) 267-9129 or Shiela.Coulton@dpi.wi.gov. We look forward to your continuing participation in the Special Milk Program.